

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Judy Ruskowski			JOB NUMBER (JN) Statewide	CONTROL SECTION (CS) Statewide
DESCRIPTION IF NO JN/CS Storm Water Management Program Support				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input checked="" type="checkbox"/>	Presentation	
N/A	N/A	<input checked="" type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 7/1/08 THROUGH 9/30/08

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 2/19/09	TIME DUE 12:00 noon
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Judy Ruskowski, P.E.
Construction & Technology Division
P.O. Box 30049
Lansing, Michigan 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES**
Storm Water Management Program Support

CONTROL SECTION(S): Statewide

JOB NUMBER(S): Statewide

PROJECT LOCATION: Statewide

PROJECT DESCRIPTION:

The work provided under this scope of service will build on MDOT's existing Storm Water Management Plan (SWMP) to ensure the Department's continued compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements.

This work will include providing storm water management expertise and support to the MDOT Storm Water Steering Committee to achieve the successful implementation of all elements of the program.

Design, construction and maintenance of post-construction Best Management Practices (BMP) and Illicit Discharge Elimination Program (IDEP) enforcement activities are not included in the work. The Consultant will, however, be responsible for compiling and analyzing data from these areas in order to determine the effectiveness of the storm water management program and to meet the reporting requirements of the NPDES Phase II permit.

ANTICIPATED SERVICE START DATE: June 2009

ANTICIPATED SERVICE COMPLETION DATE: June 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:
Engineering Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:
Hydraulics

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Judy Ruszkowski, P.E.
Operations Environmental Engineer
MDOT- Construction & Technology Division
P.O. Box 30049
Phone: 517-322-5698
Fax: 517-322-5664
E-mail: ruszkowskij@michigan.gov

QUESTIONS:

Address all questions in writing or by E-mail to the MDOT Project Manager. All questions will be answered on the MDOT website where this RFP is posted (directly below the link for this RFP).

GENERAL INFORMATION:

The reauthorization of the Clean Water Act in 1987 established regulations to control storm water discharges from certain urban areas. The Michigan Department of Environmental Quality (MDEQ) has program authorization from the U.S. EPA to implement provisions of the Clean Water Act including the National Pollutant Discharge Elimination System (NPDES) program. The NPDES program requires an owner/operator of a Municipal Separate Storm Sewer System (MS4) to obtain a permit and to implement best management practices (BMP) designed to minimize the impact of storm water runoff on receiving waters.

As an owner/operator of a MS4 in qualifying areas of the state, MDOT applied for and was issued a statewide NPDES Phase II permit (MI0057364) and has implemented a Storm Water Management Plan (SWMP) which fulfills the requirements for the following:

- Public Education Program (PEP)
- Public Involvement and Participation
- Illicit Discharge Elimination Program (IDEP)
- Post-construction Storm Water Management
- Construction Storm Water Runoff Control
- Pollution Prevention and Good Housekeeping

Portions of the SWMP are implemented only within urbanized areas while other portions are implemented statewide by MDOT due to pre-existing policies, cost effectiveness, or convenience. Application has been made for the second generation NPDES Phase II permit with an anticipated effective date of April 1, 2009.

The best management practices described in the 2006 SWMP have been modified as documented in subsequent annual program progress reports. The 2007 Storm Water Program Annual Progress Report provides the most recent information on the status of current and proposed storm water activities. The SWMP and the annual report may be viewed and downloaded from the Department's storm water program web page at

www.michigan.gov/stormwatermgt. The current permit and region-specific maps of MDOT trunklines within the designated urbanized areas are included in the SWMP.

GENERAL REQUIREMENTS:

All work products developed by the consultant or their subconsultants related to the MDOT Storm Water Management Program under any contractual agreement entered into as a result of this RFP solicitation will become the property of the MDOT and must be turned over to the MDOT Project Manager immediately upon request.

These work products may include, but are not limited to, draft or final manuals, training modules, and graphic art developed specifically for MDOT Storm Water Management Program needs, whether in hard copy or electronic form. All such materials and work products developed or produced specifically for, and billed to, MDOT shall not be used for any purpose, or delivered to any entity or agency, other than that originally intended by the MDOT Storm Water Management Program absent specific written permission of the MDOT Project Manager.

CONSULTANT RESPONSIBILITIES:

This scope of work describes many tasks identified for completion in order to comply with the NPDES Phase II permit requirements in support of the MDOT Storm Water Management Program.

This scope of work is intended to provide sufficient information about the anticipated tasks to develop responsive RFP proposals. This task list is not intended to be exhaustive, and additional tasks that are similar to those listed herein may be identified over the life of the contract.

Program Administration Tasks

- Assist Storm Water Steering Committee in writing proposals for research project grants.
- Develop, implement, maintain, evaluate, and report on selected research projects involving storm water issues pertinent to departments of transportation.
- Assist Storm Water Steering Committee in developing implementation schedules for specific activities.
- Provide technical and administrative support to Storm Water Steering Committee and other MDOT employees to facilitate effective and cost efficient implementation of program.
- Prepare, print and distribute draft and final reports, and other materials.
- Represent the Storm Water Steering Committee at storm water related meetings.

Construction Site Storm Water Runoff Tasks

- Evaluate effectiveness of the MDOT construction site soil erosion and sedimentation control (SESC) Quality Assurance Program and develop annual summary report of program findings and recommendations.
- Assist MDOT in development of course content for SESC (Part 91) and NPDES Phase II construction site inspection and documentation training.

Evaluate construction site storm water runoff regulations, participate in field inspections and recommend BMPs to improve storm water runoff quality.

Post-Construction Storm Water Management Tasks

- Evaluate results and effectiveness of MDOT's Early Coordination Process implemented to analyze storm water impacts during the environmental clearance (NEPA) phase and recommend modifications as necessary.
- Conduct field inspection and recommend maintenance of post construction BMPs to ensure their continued effectiveness.
- Evaluate, and recommend modifications as necessary as necessary, the planning, selection, and design process for post-construction BMPs.
- Evaluate, and update as necessary, guidance on long-term operation and maintenance of post-construction BMPs including definition of equipment needs, maintenance schedules and inventory methods.
- Assist MDOT employees in evaluating storm water routing and management models.

Illicit Discharge Elimination Program Tasks

- Take the lead in outfall mapping and dry weather screening including collaboration with adjacent NPDES Phase I and Phase II permittees.
- Conduct or assist in the investigation of illicit discharges and illicit connections to the MDOT storm water drainage system in order to determine the probable source and pollutants involved.
- Evaluate, and update as necessary, tracking and inventory method for direct connections to MDOT's storm water drainage system.
- Collect all GPS coordinates (latitude and longitude) accurate to within ± 10 feet. Submit all GPS coordinates on compact disk as shape files compatible with ArcView 9.2, or newer, GIS software.
- Conduct frequent communications regarding GIS/GPS work with MDOT GIS experts in order to ensure the work product will continue to conform to MDOT standards for projections, levels of accuracy, etc.

Public Education and Public Involvement Tasks

- Design, develop, and produce brochures, fliers, bulletins, signage, web content, etc. to educate the general public about problems associated with storm water runoff and the means available to reduce pollutants in storm water discharges.
- Develop, coordinate, and participate in workshops, seminars, presentations and other training activities pertaining to transportation related storm water management issues.
- Design, develop, and produce storm water related display or presentation materials.
- Evaluate the effectiveness of existing and new public education materials concerning transportation related storm water management, allowable discharges to regulated storm water drainage systems, and similar strategies, distributed to MDOT employees, and the general public.

Road & Bridge Pollution Prevention Tasks

- Evaluate the use of MDOT's Maintenance Activity Reporting System (MARS) to estimate the total solids (gross and suspended) removed from the storm water drainage system through the application of structural, vegetative and operational best management practices and recommend modifications as necessary to facilitate storm water program data collection and reporting.
- Evaluate current MDOT herbicide, pesticide, and fertilizer training as this relates to transportation related storm water runoff impacts, and recommend updates as necessary.
- Participate in review and evaluation of the current MDOT bridge maintenance activities and recommend changes as necessary to minimize storm water runoff impacts.

Facility Pollution Prevention and Good Housekeeping Tasks

- Evaluate the environmental audit process at MDOT maintenance facilities, and recommend modifications as necessary to improve permit compliance.
- Evaluate current guidelines and recommend storm water drainage considerations during design and construction or reconstruction of maintenance facilities, roadside parks and rest areas.

Miscellaneous Tasks

For each of the Storm Water Management Program areas described above,

- Work with MDOT staff to modify existing operational procedures as necessary to ensure the efficient and cost effective compliance with applicable state, federal, and local law or rule pertaining to transportation related storm water runoff.
- Conduct all work in a manner that ensures that expansion of the program is relatively seamless and does not require the re-development of existing databases, forms, tracking schemes, and reporting procedures.
- Evaluate and update as necessary method and format of Storm Water Management Program information gathering and reporting.
- Prepare draft and final reports as required including executive summary, budget information, new initiatives, and status of completion of all activities. Provide oral presentation to the Storm Water Steering Committee as required.
- Conduct needs assessment, identify target audiences, develop content, and deliver training on various storm water management subjects including permit issues, BMPs, total maximum daily loading (TMDL), and/or other related topics to MDOT employees, contractors, or consultants.
- Complete other work as assigned to support, update, and improve programs and procedures to ensure compliance with the NPDES Phase II permit and assist with integration of programs and procedures into existing MDOT organization and business practices.

ADDITIONAL CONSULTANT RESPONSIBILITIES:

1. The Consultant will furnish all services and labor necessary to conduct and complete the work for the services described herein. The Consultant will also furnish all materials, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department). The services will be performed to the satisfaction of the Department consistent with applicable professional standards.
2. The Consultant's principal contact with the Department will be through the designated Project Manager, or her designee.
3. The services described herein are financed with public funds. The Consultant will comply with applicable federal and state laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices, and will provide and wear personal safety equipment in accordance with MDOT policy while on any work site.
4. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultants original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.
5. The Consultant will provide the necessary personnel to adequately perform the requirements of this project within the specified timeframes.
6. At the request of the Department, the Consultant will furnish any and all information or data relating to the services and work products described herein. All work materials or products generated by the Consultant's staff while working for MDOT under this project are the sole property of MDOT, and must remain with MDOT upon termination of this contract.
7. The Consultant is expected to make every effort not to recreate existing information that is available within MDOT or from easily accessed sources within other state agencies or academic institutions.
8. The work location for the Consultant's staff will be their office. MDOT will not pay mileage for the Consultant to travel to and from work. MDOT will reimburse the Consultant when their staff drives to various MDOT offices or field sites for the purpose of attending meetings or conducting work authorized by the Project Manager.
9. A presentation may be required as part of the selection process for this project. If a presentation is required, notification and schedule arrangements will be made by the Project Manager. Presentation will be limited to two (2) hours including time for questions and answers.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.